

RTEUZYUW RUDIDFE0117 1581900Z-UUUU--RHMCSUU.
ZNR UUUUU
R 071900Z JUNE 06 ZYB

FM DFAS-INDIANAPOLIS CENTER/PTAA//

TO AIG 4579

AL 4579(UC)

UNCLAS

MSGID/GENADMIN/DFAS-IN-PTAA//

SUBJ/ UNSED/LOST/STOLEN TRANSPORTATION REQUESTS OR TICKETS
(TRAVEL TECHNICAL MESSAGE 06-09)//

RMKS/

REF A. JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR), CHAPTER
2, PAR. U2515

REF B. JOINT TRAVEL REGULATIONS, VOL 2 (JTR), CHAPTER 2, PAR.
C2256

REF C. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT
REGULATION (DODFMR) VOL. 9, PAR. 0406

1. THIS TTM CLARIFIES THE REQUIREMENTS FOR REIMBURSEMENT OF
AN UNUSED TRANSPORTATION REQUEST OR TICKET.

2. IF THE TRAVELER FOR SOME REASON DOES NOT USE THE
TRANSPORTATION REQUEST/TICKET ISSUED BY THE CONTRACT
TRAVEL OFFICE (CTO) THEY ARE REQUIRED TO RETURN THE UNUSED
REQUEST/TICKET TO THE CTO.

3. IF THE TRAVELER WAS UTILIZING AN E-TICKET FOR WHICH THEY DO
NOT HAVE AN ISSUED BOARDING PASS, THEY ARE REQUIRED TO
RETURN A COPY OF THEIR ITINERARY TO THE CTO.

4. ONCE THE GOVERNMENT RECEIVES CREDIT FOR THE UNUSED
TICKET, WHATEVER ALTERNATE TRANSPORTATION WAS USED INSTEAD
OF THE CTO ISSUED TICKET MAY BE CONSIDERED FOR PAYMENT. IF
THE TRAVELER USED A PERSONALLY PURCHASED AIRLINE TICKET,
AMENDED ORDERS AUTHORIZING PURCHASE OF THE TICKET BY AN
INDIVIDUALLY BILLED ACCOUNT (IBA), MUST ACCOMPANY THE TICKET
RECEIPT AND CLAIM.

5. THE TRAVELER MUST RECEIVE A SIGNED COPY OF DD FORM 730 (OR
OTHER RECEIPT) FROM THE TICKET ISSUING AUTHORITY SHOWING
THAT THE UNUSED TICKET HAS BEEN TURNED IN.

6. THE TRAVELER WILL THEN ATTACH THE COPY OF DD FORM 730 (OR
OTHER RECEIPT) TO THEIR VOUCHER FOR REIMBURSEMENT.

7. POC FOR THIS MESSAGE IS STANDARDS AND COMPLIANCE, TRAVEL
MISSION AREA, 317-510-5372/1049/5094/5090.

//